

**CODE: 1601  
FLSA: EXEMPT  
GRADE: 43**

**TOWN OF VIENNA, VIRGINIA  
JOB DESCRIPTION**

**JOB TITLE: DIRECTOR OF PARKS & RECREATION  
PARKS AND RECREATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under limited supervision, performs professional and administrative leadership in planning, organizing, directing, and evaluating the programs, services, and capital investments for the Town Parks and Recreation Department. Work involves handling the responsibility for developing and administering a comprehensive, year-round park maintenance, recreation programming, facility operations, and capital improvements program; developing and planning programs and facilities to meet the needs of the Town assuring that program and facility objectives are accomplished; coordinating recreational services with physical facilities of the Town; handling the responsibility for long-term planning of needed capital improvements and facility replacement funding; and recognizing and continuing to grow a revenue stream to help off-set expenditures. Employee is given considerable latitude for independent judgment and action, make decisions regarding the enforcement of Department policies in varying circumstances, deal effectively with numerous citizens groups and individuals, and effectively plan and monitor yearly expenditure and revenue budget. Reports to the Town Manager.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Supervises department employees which involves such duties as instructing, assigning and reviewing work, maintaining standards, acting on employee problems, selecting new employees, appraising employee performance, recommending promotions, discipline, termination and salary increases.

Plans, directs, and guides the work of Park and Recreation Department staff including on-site meetings, daily briefings, communications, and general information sharing.

Manages capital building projects including preparation of bid materials including the construction of parks and structures as well as refurbishments of existing facilities; serves as on-site manager.

Works with and responds to various requests from citizens, community groups, and other agencies; represents the Town at various functions and meetings, Historic Vienna, and the Community Enhancement Committee; serves as recording secretary for the Historic Vienna; prepares monthly minutes.

Prepares and oversees annual budget; coordinates expenditures and revenues; oversees budget projections; sets future revenue goals.

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Prepares and writes memorandums, reports, Council agendas, work session items, and promotional materials.

Supervises and evaluates park maintenance staff, landscape arborist staff, Community Center staff, program coordinators, and other part-time and seasonal staff; counsels and resolves personnel problems.

Leads and assists with various special events and projects including large scale community events which involve detailed and extensive planning and community involvement.

Conducts long-term planning; sets priorities for the Department; evaluates and executes programs and facilities to insure quality.

Attends meetings and conferences as related to the Park and Recreation profession and other Town business.

Handles an assortment of issues as assigned by the Town Manager and Council; provides quick results, positive resolution, and excellent public relation skills.

Coordinates Information Technology systems with staff and Town Information Technology staff.

Reviews and pays all bills on a weekly basis.

Remains proficient in the following software systems RecTrac, WS FTP Pro, Pentamation, Microsoft applications.

Coordinates with other department work orders and ongoing maintenance issues.

Receives, reviews, prepares and/or processes various records and reports such as plan review, RFP, IFB, and purchasing; Council agenda/work session items; budget documents; memorandums; and correspondence with citizens and organizations.

Refers to project specifications, plans, and bids; budget hard copy and computer system; RecTrac; administrative regulations, memorandums, and Code; external communications; policy and procedure manuals; codes / laws / regulations; publications and reference texts; etc.

Operates a variety of vehicles such as car, trucks, ATV, etc.; and a variety of equipment such as cell phone, radio, copiers, fax machine, desktop computer, printers, laptop computer, file server, etc.

Uses a variety of tools such as copy machine, cell phone, fax machine, camera, landscaping tools/mowers, etc.; a variety of supplies such as capital project building materials, maintenance supplies, office supplies, special event supplies – seasonal, etc.; and a variety of computer software such as RecTrac, WS FTP Pro, Pentamation, Microsoft Publisher, Microsoft Word, Microsoft Excel, Microsoft Access, etc.

Interacts and communicates with various groups and individuals such as the Town Manager, Mayor, Town Council, staff members, engineers, contractors, architects, and the general public.

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### **ADDITIONAL JOB FUNCTIONS**

Performs general administrative / clerical duties as required, including preparing reports and correspondence, copying and filing documents, entering computer data, attending and conducting meetings, reviewing correspondence, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree, a Master's degree desired, in parks and recreation management, public administration, leisure services, or related field supplemented by six to nine years of progressively responsible experience in parks and recreation programming and administration; or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities. Must have a valid State driver's license. Prefer a Professional certification in field.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds), and occasionally heavier objects and materials (up to 50 pounds). Must be able to perform required work beyond deskwork such as inspecting during hurricanes, reviewing construction worksites, etc. Requires the abilities related to all outdoor emergency situations.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, technical manuals, budget documents, architectural drawings, construction plans, etc. Requires the ability to prepare reports, records, budgets, correspondence, schedules, master plans, etc., with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

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**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including budgeting, personnel, recreation administration, construction, land development, marketing, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time and weight. Must be able to use practical applications of fractions, percentages, ratio and proportion. Must be able to use practical applications of geometry and statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Director of Parks and Recreation. Has thorough knowledge of the organization of the Department and of related departments and agencies. Has considerable knowledge of the functions and interrelationships of the Town and other governmental agencies. Has knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge in the areas of recreation programming and event planning, land acquisition and development, general construction and renovation, facilities/grounds maintenance and budget administration. Is able to make sound, educated decisions. Is able to plan and develop daily, short- and long-term goals related to Town purposes. Is able to plan and coordinate the most effective use of personnel, facilities and resources to achieve department goals. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has knowledge of how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and

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regulations. Is able to perform employee evaluations and to make recommendations based on results. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize, and prioritize daily assignments and work activities. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to negotiate among different constituency groups with diverse interests to achieve a shared understanding and commonality of purpose. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Has knowledge of how to personally demonstrate appropriate customer service skills. Has knowledge of how to make public presentations. Has thorough knowledge of proper English usage, vocabulary, spelling and basic mathematics. Is able to compile, organize, and utilize various financial information necessary in the preparation of the departmental budget, and knows how to prepare and monitor the budget. Has thorough knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for word processing and records management. Has knowledge of applicable occupational hazards and safety precautions. Has knowledge of how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described essential functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

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**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**Planning:** Plans, coordinates and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

**Organizing:** Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

**Staffing:** Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

**Leading:** Provides a work environment, which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

**Controlling:** Provides a work environment, which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

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**Decision Making:** Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

**Human Relations:** Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

**Policy Implementation:** Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge.

**Policy Formulation:** Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.